

Chapter 12 - Interface to R★STARS

Section	Page
12.1 WHAT INTERFACES TO R★STARS	12-2
12.2 WHERE TO INQUIRE IN R★STARS	12-7
12.3 HOW TO CANCEL A WARRANT IN R★STARS	12-13

An interface is the automatic integration of software systems accomplished by the use of common, interrelated, databases. The Michigan Administrative Information Network (MAIN) is an integrated system.

MAIN is comprised of four components. MAIN HRS (Human Resource System), MAIN MIDB (Management Information Database), MAIN NET (hardware and software that links applications), and MAIN FACS (Financial Administration and Control System).

ADPICS (Advanced Purchasing and Inventory Control System) is the purchasing portion of MAIN FACS, and R★STARS (Relational Standard Accounting and Reporting System) is the financial management portion of MAIN FACS.

When procurement documents with a financial impact are posted in ADPICS (Status becomes POST), the required accounting transactions have automatically been recorded in R★STARS at the time of posting. Any ADPICS updates as a result of the R★STARS transactions were automatically recorded in ADPICS at the time of posting. The transactions are automatically recorded in R★STARS and ADPICS because MAIN FACS is an integrated system.

See Chapter 5-2 Financial Tables of the R★STARS Reference Manual for R★STARS posting logic information.

The following chapter/sections of R★STARS manuals are referenced in this chapter:

Chapter/Section

5-2	Financial Tables – R★STARS Reference Manual
3-5	Financial Inquiry – R★STARS Data Entry Guide
7-4	Reporting and Inquiry – R★STARS Data Entry Guide

ADPICS

Data Entry Guide
Interface to R★STARS

12.1 WHAT INTERFACES TO R★STARS

All ADPICS documents that include an account coding block interface to R★STARS (see Section 12.1.2 for examples). Documents that do not require an account coding block do not interface to R★STARS (for example, ITB, invoice, receiving report). The account coding block provides the mechanism to identify the classification structure on accounting transactions, regardless of whether they are created in R★STARS or ADPICS.

The classification structure also provides the ability to separate and summarize R★STARS accounting information multiple ways to meet the reporting requirements of agencies, the Legislature, the Federal Government, and GAAP (Generally Accepted Accounting Principles).

All ADPICS documents include an Interface Type data field. Each Interface Type is defined on the Interface Type Table Maintenance screen (PCHL5650). The definition includes the R★STARS Transaction Code(s) that is/are inferred (looked up) in R★STARS when the Interface Type is used in ADPICS. The Transaction Codes infer the Comptroller General Ledger Accounts impacted. The general ledger accounting transactions are automatically posted at the time the Status of the ADPICS document becomes 'POST.' General ledger accounts are posted in pairs, one debit and one credit, for the same amount (the transaction amount) in R★STARS to insure that debits equal credits.

ADPICS

Data Entry Guide
Interface to R★STARS

12.1.2 ADPICS Documents That Interface to R★STARS

The following chart shows ~~the most common~~ the ADPICS documents that interface to R★STARS. Each document includes an Interface Type/Transaction Code example. For a complete list of Interface Types and their associated Transaction Codes, see Appendix A.

ADPICS DOCUMENT	INTERFACE TYPE	R★STARS TRANSACTION
Requisition	RQ	Establishes a pre-encumbrance (TC 200)
Purchase Order	PO	Liquidates the pre-encumbrance (TC 209) & Establishes an encumbrance (TC 203)
Direct Purchase Order	DP	Establishes an encumbrance (TC 203)
Voucher	VEC	Liquidates the encumbrance (TC 210) & Establishes a voucher payable (TC 222)
Direct Voucher	DV	Establishes a voucher payable (TC 222)
Voucher Payable in R★STARS		Records the expenditure Produces the warrant/EFT Records the disbursement when warrant/EFT created

Pre-Encumbrance

A pre-encumbrance is the setting aside of funds in R★STARS that are needed to purchase a requisitioned (non-contractual) item in ADPICS. Pre-encumbrances are memo amounts only. They do not reduce available appropriation spending authority unless an agency chooses to establish fund control edits for their agency's budget.

Requisitions are created in ADPICS using the Requisition Header Entry screen (PCHL2100). The associated accounting transaction (pre-encumbrance) is automatically recorded in R★STARS when the requisition's Status field becomes 'POST.'

The purpose of a pre-encumbrance is to temporarily reduce the balance of appropriated but unexpended and unencumbered funds before the purchase order or contract is issued and recorded as an encumbrance. It provides an additional level of control to reduce the potential over expending of an appropriation.

ADPICS

Data Entry Guide

Interface to R★STARS

The use of pre-encumbrances in controlling agency budgets and appropriations is optional within each MAIN FACS agency.

The use of pre-encumbrances in determining available agency budget funds is set in the Pre-encumbrance Indicator field in the Agency Control Profile (25) in R★STARS.

Encumbrance

Encumbrances are recorded in R★STARS when purchase orders, agreements for service, contracts, and other commitments to purchase goods or services are approved (posted) in ADPICS. Any existing associated pre-encumbrances are liquidated when the purchasing document posts, creating an encumbrance. Blanket purchase orders do not create an encumbrance. The purchase order release against a blanket purchase order will establish the encumbrance.

The purchasing documents are created in ADPICS using the Purchase Order/Contract Writing screen (PCHL2340) or the Direct Purchase Order Writing screen (PCHL2360). The associated accounting transaction (encumbrance) is recorded in R★STARS when the purchasing document's Status field becomes 'POST.'

Encumbrances are accumulated in appropriation and budgetary accounting to reduce the available funds when the governmental unit is legally obligated to expend funds based upon the issuance of a purchase order or contract.

The inclusion of encumbrances in agency budget calculations is also optional. Their inclusion in agency budget calculations is set in the Agency Control Profile (25) in the Encumbrance Indicator field.

Vouchers Payable

A voucher payable is the balance sheet liability account used to hold amounts expended, as reflected in an ADPICS voucher transaction, prior to liquidation by the issuance of a State warrant or EFT.

Voucher payable liabilities are recorded in R★STARS when vouchers and direct vouchers are approved (posted) in ADPICS. Any existing associated encumbrances are liquidated when the voucher document posts, creating the voucher payable. The voucher payable will be liquidated when the warrant is processed.

Vouchers payable transactions may also be recorded which impact revenue refunds, asset accounts, and other liability accounts. Credit memos may also be recorded to reduce vouchers payable to vendors.

ADPICS

Data Entry Guide
Interface to R★STARS

Vouchers are system generated in ADPICS using the Voucher Header Entry screen (PCHL1410), or the Direct Voucher Header Entry screen (PCHL1800). Voucher payable liabilities are recorded in R★STARS at the time a voucher is posted in ADPICS.

Voucher Payable/Expenditure transactions are tested against available budgetary balances (funds check) unless fund controls are not established. These balances include appropriations, agency budgets, grant expendable budgets, and project expendable budgets.

The severity of control may be set to None (0), Absolute (1), or Advisory (2) using the Cash Control Type indicator on the Appropriated Fund Profile (D22) in R★STARS. This screen is also used to indicate whether the funds control will, or will not, be by appropriated fund. Fund control edits can also be entered in the remaining free budget control type fields of the Appropriation Number Profile (20) in R★STARS. Separate options are available for cash basis, accrued, and encumbered.

12.1.3 Expenditure Transaction Codes

Transaction Codes 200 - 299 are used for pre-encumbrances, encumbrances, and expenditures. The following list includes ~~the most common~~^{an example of the} Transaction Codes associated with ADPICS documents. In ADPICS, see the Interface Type Table (PCHL5650). In R★STARS, see the Transaction Code Decision Profile (28A) and/or the Trans Code Description Profile (28B).

ADPICS DOCUMENT	R★STARS TC	TITLE OF R★STARS TRANSACTION CODE
Requisition	200	Establish a pre-encumbrance
Changed Req (inc total \$ amt)	201	Adjust a pre-encumbrance - increase
Doc Cancellation - Requisition	202	Cancel a pre-encumbrance
Direct Purchase Order	203	Establish an encumbrance not pre-encumbered
Purchase Order	209 /2043	Establish an encumbrance (pre-encumbered)
Changed PO/DPO (inc total \$ amt)	205	Adjust an encumbrance - increase
Doc Cancellation - PO/DPO	206	Cancel an encumbrance
Changed Req (dec total \$ amt)	207	Adjust a pre-encumbrance - decrease
Changed PO/DPO (dec total \$ amt)	208	Adjust an encumbrance - decrease
Direct Voucher	222	Voucher payable - not encumbered
Voucher from Direct PO/ <u>PO</u>	210 / 222 5	Voucher payable - encumbered

Because there are several R★STARS screens that can be used to view each of the above transactions, based on criteria entered, see Section 12.2 Where to Inquire in R★STARS.

12.2 WHERE TO INQUIRE IN R★STARS

Most ADPICS information can be obtained by using the appropriate document screens or any of the associated document inquiry screens in ADPICS. For a list of all ADPICS screens, see Appendix B.

There are times, however, when the information must be located in R★STARS.

Users may view any inquiry screens in R★STARS that they have security access to view. However, there are six inquiry screens listed below, with the R★STARS screen number in parenthesis, that are useful for expenditure processing/inquiry personnel.

- Document Record Inquiry screen (64)
- Document Tracking Inquiry screen (37)
- Document Transaction Inquiry screen (86)
- Vendor Transaction Inquiry screen (85)
- Cumulative Vendor Invoice Inquiry screen (87)
- Cumulative Vendor Payment Inquiry screen (88)

12.2.1 R★STARS Inquiry

To access R★STARS, log-in to MAIN FACS. Type SMPICIS and press <ENTER>. Type your User ID and press <TAB>. Type your Password and press <ENTER>. Type FMST and press <ENTER> (or type FSYS to go directly to the R★STARS Banner screen) You are now at the R★STARS System Master Menu (SMST).

Select <F3> R★STARS from the R★STARS System Master Menu (SMST). The R★STARS Banner screen will be accessed. This screen shows the User Class and any Alternate User Classes that you have security to use.

User Class 15 is generally used for inquiry access only. R★STARS defaults to the user's first Alternate Class. To change the User Class, enter another Alternate Class in the User Class field. Only User Classes listed can be used.

Press <ENTER> to transfer to the R★STARS News Display (S002) Press <ENTER> again to transfer to the R★STARS Main Menu (MAIN). There may be several news screens, so it may be necessary to press <ENTER> more than once.

To access any of the above inquiry screens, type the screen number in the 'Link To' field and press <F9> Interrupt. After viewing the screen, press <F9> Interrupt to return to the Main Menu (MAIN).

ADPICS

Data Entry Guide

Interface to R★STARS

The following sub-sections give inquiry instructions for each of the previously listed screens.

Document Record Inquiry (64)

The Document Record Inquiry reads the Document Financial Table and displays financial information by agency and document number. This includes certain pre-encumbrances, encumbrances, accounts receivable, and due to/due from accounts. If a date is displayed in the Close Date field, additional transactions cannot post to this document.

To access the Document Record Inquiry screen (64) through menu selection, select <F10> from the Main Menu (MAIN) to access the Reporting/Inquiry Menu (RFM). Press <F2> to access the Document Inquiry Menu (DIM). Press <F5> to access the Document Record Inquiry screen (64).

Enter the AGY (first three characters of ADPICS Document ID) and DOC NO. (remaining characters of ADPICS Document ID).

Press <ENTER> to retrieve the document record.

You can further restrict the inquiry by entering the Inquiry Type, Detail/Summary (D or S), Inquiry Year, and/or Inquiry Month. This can be done to obtain information of a specific type and/or by specific year.

See Section 3-5 Financial Inquiry, in the R★STARS Data Entry Guide for an explanation of Inquiry Types and R★STARS specific functionality.

Document Tracking Inquiry (37)

The Document Tracking Inquiry displays document tracking information associated with a tracked document. To retrieve information about the status of a document using this screen, the Agency, Document Number, and Fiscal year are required.

To access the Document Tracking Inquiry screen (37) through menu selection, select <F3> from the Main Menu (MAIN) to access the Document Tracking Menu (DT). Press <F7> to access the Document Tracking Inquiry screen (37).

Enter the AGY (first three characters of ADPICS Document ID), DOC NO. (remaining characters of ADPICS Document ID), and the FY (last two digits of the fiscal year). Press <ENTER> to retrieve the document record.

ADPICS

Data Entry Guide

Interface to R★STARS

By viewing the value in the Code field, you can determine where the document is in the payment cycle. A '123' (ADPICS Interface) in the Code field indicates that the action is from an ADPICS document (document transaction is recorded in R★STARS). A '599' indicates a partial payment has been made, and a '600' indicates that full payment has been made. This screen also lists the date and time of the action.

See Section 7-4 Reporting and Inquiry in the R★STARS Data Entry Guide for input coding instructions and R★STARS specific functionality.

Document Transaction Inquiry (86)

This inquiry is most helpful in locating the warrant number for a specific Voucher ID.

The warrant number is in the PAY # field, located below the Date Range field.

The Document Transaction Inquiry screen (86) provides an alternate record inquiry into either the Active or Inactive Accounting Event Tables by FACS Agency and Document Number. Organization Code and Document Suffix is optional. All transactions are shown in descending order by effective date.

To access the Document Transaction Inquiry screen (86) through menu selection select <F10> from the Main Menu (MAIN) to access the Reporting/Inquiry Menu (RFM). Press <F2> to access the Document Inquiry Menu (DIM). Press <F10> to access the Document Transaction Inquiry screen (86).

Enter the agency number in the DOC AGY field (first three characters of ADPICS Document ID), and enter the Document ID in the first section of the DOC NO/SUFFIX/CLASS field (remaining characters of ADPICS Document ID).

Press <ENTER> to retrieve the document record.

If the message line reads RECORD DOES NOT EXIST, change the Rec Type field from 'A' (active) to 'I' (inactive) and press <ENTER> again.

You can further restrict the inquiry by entering the Organization Code and/or a date range. This can be done to obtain information on a specific organization and/or by specific dates.

You can select a transaction by typing an 'S' in the Selection field (right side of the screen) and pressing <F2> Detail. The system will transfer to the Accounting Event Record Inquiry (84). Press <ENTER> to retrieve the detail data for the selected transaction. This screen shows the accounting detail for the transaction selected. The Bank ID, which may be needed for additional R★STARS inquiries, can be found on the lower, right side of this screen.

ADPICS

Data Entry Guide

Interface to R★STARS

To return, press <F4> Doc Trans. Press <ENTER> to retrieve the original transaction's data.

See Section 3-5 Financial Inquiry in the R★STARS Data Entry Guide for input coding instructions and R★STARS specific functionality.

Vendor Transaction Inquiry (85)

The Vendor Transaction Inquiry screen (85) provides a multiple record inquiry into either the Active or Inactive Accounting Event Tables by Vendor Number and Document Type.

Document Type codes in R★STARS are not the same as the Document Type in ADPICS.

The Document Type is a two-character field. The first character is the alphabetic document indicator portion of the Document ID (letter following FACS Agency number). The second character is the last digit of the document's fiscal year. For example, the Document Type for a direct voucher posted on December 1, 1995 would be W6 (W = direct voucher, 6 = 1996 fiscal year).

This inquiry may be further refined by entering the vendor's Mail Code and/or Agency and/or Invoice Number.

An Effective Date Range To may be entered, which is the most recent date for which transactions are to be displayed. For example, if the user wished to see transactions as of last Wednesday and older, enter a To effective date of last Wednesday. Only transactions with vendor numbers are displayed on the screen.

To access the Vendor Transaction Inquiry screen (85) through menu selection select <F10> from the Main Menu (MAIN) to access the Reporting/Inquiry Menu (RFM). Press <F2> to access the Document Inquiry Menu (DIM). Press <F8> to access the Vendor Transactions Inquiry screen (85).

Enter the Vendor ID, Vendor Mail Code, Agency number, Document Type, and Effective Date in the appropriate data fields. You may leave the Mail Code and Agency blank, to view all documents for the Vendor ID/Document Type combination.

Press <ENTER> to retrieve the document record.

NOTE: You can also inquire when you don't know the Vendor ID and Mail Code. You can tab to the Vendor Name field and press <F1> Help.

See Section 3-5 Financial Inquiry in the R★STARS Data Entry Guide for input coding instructions and R★STARS specific functionality.

Cumulative Vendor Invoice Inquiry (87)

The Cumulative Vendor Invoice Inquiry displays detail payment information by Agency, Vendor Number and Mail Code, and Fiscal Year. Information may be further restricted by entering an invoice number and/or one level of organization.

Batch transactions entered during the day will not show on this screen until the nightly batch processing has been performed.

To access the Cumulative Vendor Invoice Inquiry screen (87) through menu selection, select <F7> from the Main Menu (MAIN) to access the Profile Maintenance Menu (PR). Press <F8> to access the Vendor Menu (VEN). Press <F6> to access the Cumulative Vendor Invoice Inquiry screen (87).

Enter the Agency number, Vendor ID, Vendor Mail Code, and the Fiscal Year in the appropriate data fields.

Press <ENTER> to retrieve the document record.

You can further restrict the inquiry by entering the Invoice Number and/or Organization Level 2 or Level 3.

You can select a transaction by typing an 'S' in the Selection field and pressing <F2> Ven Doc. The system will transfer to the Cumulative Vendor Payment Inquiry (88) for the selected transaction. To return, press <F4> Ven Inv.

See Chapter 3-5 Financial Inquiry in the R★STARS Data Entry Guide for data field definitions and R★STARS specific functionality.

Cumulative Vendor Payment Inquiry (88)

The Cumulative Vendor Payment Inquiry displays detail payment information by Agency, Vendor Number and Mail Code, and Fiscal Year.

Batch transactions entered during the day will not show on this screen until the nightly batch processing has been performed.

To access the Cumulative Vendor Payment Inquiry screen (88) through menu selection, select <F7> from the Main Menu (MAIN) to access the Profile Maintenance Menu (PR). Press <F8> to access the Vendor Menu (VEN). Press <F7> to access the Cumulative Vendor Payment Inquiry screen (88).

ADPICS

Data Entry Guide
Interface to R★STARS

Enter the Agency number, Vendor ID, Vendor Mail Code, and the Fiscal Year in the appropriate data fields.

Press <ENTER> to retrieve the document record.

You can select a transaction by typing an 'S' in the Selection field and pressing <F4> Ven Inv. The system will transfer to the Cumulative Vendor Invoice Inquiry (87) for the selected transaction. To return, press <F2> Ven Doc.

See Chapter 3-5 Financial Inquiry in the R★STARS Data Entry Guide for data field definitions and R★STARS specific functionality.

12.3 HOW TO CANCEL A WARRANT IN R★STARS

In order to cancel or stop a warrant in R★STARS, a cancellation request must be entered on the Warrant Status Maintenance screen (47A). Treasury must approve the request before the warrant can be cancelled or stopped. If the warrant has not been mailed/transmitted, or it was returned by the vendor or post office, it is cancelled. The State must have physical possession of the warrant in order to cancel it. When the warrant has been mailed/transmitted, it is stopped. Warrants cannot be cancelled or stopped until after they are processed during the nightly batch.

12.3.1 How to Access R★STARS

To access R★STARS, log-in to MAIN FACS. Type SMPICIS and press <ENTER>. Type your User ID and press <TAB>. Type your Password and press <ENTER>. Type FMST and press <ENTER> (or type FSYS to go directly to the R★STARS Banner screen) You are now at the R★STARS System Master Menu (SMST).

Select <F3> R★STARS from the R★STARS System Master Menu (SMST). The R★STARS Banner screen will be accessed. This screen shows the User Class and any Alternate User Classes that you have security to use.

User Class 15 is generally used for inquiry access only. R★STARS defaults to the user's first Alternate Class. To change the User Class, enter another Alternate Class in the User Class field. Only User Classes listed can be used.

Press <ENTER> to transfer to the R★STARS News Display (S002) Press <ENTER> again to transfer to the R★STARS Main Menu. There may be several news screens, so it may be necessary to press <ENTER> more than once.

12.3.2 Request a Warrant Cancellation

A warrant cancellation request is done on the Warrant Status Maintenance screen (47A). In order to request the cancellation of a warrant you must know the Warrant number. To locate the warrant number, do a Document Transaction Inquiry (86). See Section 12.2.1 R★STARS Inquiry.

To access the Warrant Status Maintenance screen through menu selection, select <F8> from the R★STARS Main Menu to access the Payment Processing Menu (PAY). Select <F2> Payment Status Menu (PAYC). Then select <F4> Warrant Status Maintenance (47A).

Enter the Bank ID (from the voucher) and the Warrant Number (from the 86 Document Transaction Inquiry screen). Press <ENTER> to retrieve the existing data.

ADPICS

Data Entry Guide
Interface to R★STARS

Enter the Request Status as follows:

C	Cancel
S	Stop

Enter the Request Reason Code. All Cancel Request Reason Codes can be found in the D53 R★STARS Table Profile, Table ID 'PPCR.' All Stop Request Reason Codes can be found in the D53 R★STARS Table Profile, Table ID 'PPSR.'

The most common codes for ADPICS voucher warrant cancellations are as follows:

200	Cancel Issued in Error
201	Cancel Incorrect Vendor
202	Cancel Incorrect Amount
203	Cancel Incorrect Accounting Classification
204	Cancel Duplicate Payment
205	Cancel Deceased Payee - Not Entitled to Payment
206	Cancel Misc./Other

The most common codes for ADPICS voucher stop payments are as follows:

100	Lost Warrant Good Address
101	Lost Warrant Bad Address
102	Stolen Warrant Good Address
103	Stolen Warrant Bad Address
104	Mutilated Warrant Good Address
105	Mutilated Warrant Bad Address
106	Warrant Not Received Good Address
107	Warrant Not Received Bad Address

A complete list of Payment Processing Reason Codes can be found in Appendix A.

Press <F10> to save the entry. Press <F10> again to confirm the save.

The Agency must contact The Department of Treasury to notify them of the request to cancel or stop payment (phone, fax a screen print, etc.). Treasury does not automatically know that the request has been entered. Treasury must approve the request and retrieve the warrant.